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# Human Resource Manager

## *A Washington Management Service recruitment*

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*This recruitment is open until filled. The Department of Retirement Systems reserves the right to offer this position to a qualified candidate at any time. Initial screening of applications will begin on March 21, 2005, so your prompt response is encouraged.*

### **BACKGROUND**

The Washington State Department of Retirement Systems (DRS) administers seven public employee retirement systems, the Deferred Compensation Program and the Dependent Care Assistance Program for eligible public employees in the state. DRS services directly affect approximately 500,000 members and over 1,300 employers.

DRS' mission is to administer Washington State's retirement and deferred compensation programs in a manner that creates the highest degree of confidence in our integrity, efficiency, fairness and financial responsibility. We are a team-focused, fast-paced, results-driven organization. DRS utilizes quality management principles to ensure key business functions are customer-focused, regularly evaluated for improvement, aligned with agency vision and values, and meaningfully measured.

### **POSITION OBJECTIVE**

Reporting to the agency Director, the Human Resource Manager is a member of the executive management team and is responsible for the administration and strategic planning for all human resource functions at DRS. Serving as the principal advisor and consultant to executive management, human resources staff, and agency staff, this position has the responsibility for providing expert and sound advice regarding organizational questions, issues, and topics. Maintains a comprehensive departmental program that includes, but is not limited to: labor relations, recruitment and selection, human resource policy and procedure development in coordination with state and federal laws, classification and compensation, performance management, affirmative action/equal employment opportunity, and workforce diversity. Organizes and directs the agency human resource division, including two professional level human resource consultants, the employee development coordinator, and one administrative support staff.

Leading the strategic and tactical planning of human resource programs, this position utilizes experience in the human resource profession to apply strategic, technical and administrative knowledge in organizational decisions and processes. Applying quality principles in all areas, this position is responsible for human

resource change management, conflict resolution, proactive intervention, group facilitation, and negotiation principles. Participates as the lead member of the Labor/Management committee.

## **NATURE AND SCOPE**

- Administer a comprehensive human resource program in accordance with state and federal rules, regulations, and policies; develop and implement agency personnel policies and procedures.
- Manage the Human Resource staff; coordinate the program's activities with those of other business areas of the agency. Direct the agency training coordinator; responsible for oversight of a complete Human Resource Development Plan.
- Implement all provisions of the Personnel System Reform Act, including civil service reform, collective bargaining, competitive contracting and the Human Resource Management System.
- Take a proactive approach to building new human resource programs for the department; use strategic methodology to align business and agency needs and requirements.
- Provide interpretation of statewide civil service system rules, federal laws, and agency policy and procedure for agency leadership and employees; guide and direct staff in the appropriate actions regarding rules, regulations, and policies.
- Responsible for coordination and relationship with the labor and personnel division of the Attorney General's Office; provide effective and professional interactions with all external stakeholders; establish and maintain effective working relationships with internal and external executive management, attorneys, state and federal agencies, and the general public.
- Represent the agency during internal and external proceedings with the Department of Personnel, Personnel Resources Board, Public Employment Relations Commission and the Labor Relations Office.
- Administer systems to process and investigate complaints, grievances, corrective and disciplinary actions, and labor/management activities; manage all personnel investigations in a legal, timely, and confidential manner.
- Facilitate problem solving at the organizational level and develop those skills in others; support teamwork; provide open communication and conflict resolution principles.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding and articulating the role of the human resource program in the mission, goals, and strategic direction of the organization
- Knowledge and practical application in assessing, facilitating, and applying solutions in complex human resource problems and issues; proven ability to use strategic thinking to determine long-term objectives.
- Ability to provide strategic and technical consultation and direction in human resource business processes related to federal and statewide policies and procedures, and the capability to correlate to appropriate agency development standards.
- Demonstrated leadership serving as an advisor and consultant on human resource issues; communicating with a variety of stakeholders at all levels on potentially difficult, sensitive topics.
- Experience in labor relations, including contract negotiation, grievance procedures and protocol, and other laws pertaining to labor/management relations.
- Ability to prepare effective written communications in correspondence, policy revisions, contract language proposals, counter proposals, and other organizational documents with long-term implications.

## **DESIRABLE QUALIFICATIONS**

The preferred candidate will possess:

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- A Bachelor's degree and demonstrated successful experience in the full range of human resource management program areas.
- Demonstrated working knowledge of a public sector civil service system; quality management principles; workforce development planning and project management.
- Ability to facilitate strategic planning sessions and participate with executive level management in the development, coordination, implementation, and oversight of the agency's business and strategic plans.
- Skill in providing strategic input and direction relating to the human resource environment; ability to understand the full scope of the agency's authorizing environment and apply knowledge in decision-making and recommendation processes.
- Proven customer service orientation; effective oral and written communication skills; consistent application of sound judgment, tact, and diplomacy; ability to resolve complex problems with innovative solutions; and a strategic planning perspective/vision.
- Ability to handle multiple assignments and rapidly absorb information.

### COMPENSATION

\$68,000-\$78,000 per year, depending on qualifications and experience. The State of Washington offers a full benefits package including health, life and long-term disability insurance; paid vacation and sick leave; 11 paid holidays a year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

### APPLICATION PROCEDURE

Interested, qualified candidates are asked to submit the following:

- A letter of interest describing applicable qualifications and experience relative to this position, including background on the depth of the applicant's management skills, the size of organizations managed and a description of experience in labor relations;
- A résumé detailing the name(s) of employer(s) and length of employment;
- Three (3) professional references with current telephone numbers; and
- The voluntary Applicant Profile Data Sheet (attached);

Electronic transmittals will be accepted. Only those candidates determined to possess the experience and qualifications best meeting the needs of the position (as described in their résumé, letter of interest and written responses) will be contacted.

Send application materials to:

Department of Retirement Systems  
Human Resources Office  
P.O. Box 48380  
Olympia, Washington 98504-8380  
Phone (360) 664-7020; Fax 586-4225  
E-mail: [HumanR@drs.wa.gov](mailto:HumanR@drs.wa.gov)

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**The Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process or those needing this job announcement in an alternate format, may call the Human Resources office at (360) 664-7065 or the telecommunications device for the deaf at (360) 586-5450 - toll-free at 1-866-377-8895.**